

DEPARTMENT OF INSURANCE

ADMINISTRATION & LICENSING SERVICES BRANCH
ACCOUNTING SERVICES BUREAU
300 CAPITOL MALL, SUITE 14000
SACRAMENTO, CA 95814
(916) 492-3412
(916) 322-1941 (FAX)
www.insurance.ca.gov

**SECURITIES TRANSACTION REQUEST (D-174)****INSTRUCTIONS**

Any company requesting to deposit, withdraw or exchange securities in book entry with an approved depository must do so by completing the Securities Transaction Request [Form D-174](#) in triplicate. The California Department of Insurance requires the following information for processing book entry securities transactions:

TYPE OF TRANSACTION

1. Initial Deposit
2. Additional Deposit
3. Withdrawal
4. Substitution/Exchange

COMPANY INFORMATION

1. Check the box provided if you are a new company applying for admission.
2. Company Name, Formerly Known Name(s)
3. Company Address
4. Contact Name
5. E-mail Address
6. Contact Telephone Number and Fax Number
7. Company Federal Tax I.D. Number
8. NAIC/California Department of Insurance Number

BANK INFORMATION

1. Bank Name
2. Bank Mailing Address
3. Bank Contact
4. Contact Telephone Number and Fax Number

The bank information should be the name of the approved depository where securities are held on deposit for the California Department of Insurance. For a list of the approved depositories, please contact the Securities Transaction Unit at (916) 492-3412.

SECURITIES TO BE DEPOSITED

1. Description of Securities
2. Cusip/Serial/Certificate Number
3. Rate
4. Issue Date
5. Maturity Date
6. Par/Face Value
7. Market Value – Must be within 30 days of transaction
8. Deposit Value (Lower of Par or Market)
9. Investment Rating (Include Source) – Securities must be rated A or above for book entry.
If available, attach a copy of source printout (e.g. Bloomberg).

Deposits of Preferred Stock are acceptable only under California Insurance Code (CIC) Section 11691 (Workers Compensation). When determining the adequacy of securities to be deposited, the Deposit Value is established on each item as follows: BONDS – Lower of Par or Market (LPM); PREFERRED STOCK – Market Value; BANK CERTIFICATES – Face Value. Book entry securities must meet the requirements established in California Government Code Section 16430.

Note: Mortgage-backed securities and sinking securities are NOT acceptable.

SECURITIES TO BE WITHDRAWN

D-174's requesting exchanges in which the deposits are less than the withdrawals, or transactions requesting withdrawals only, require further analysis and **prior approval** from the California Department of Insurance, and must be sent directly to the Department of Insurance before any processing is done by the depositories. Additional time will be needed to process these types of transactions. Please provide the following information:

1. Description of Securities
2. Cusip/Serial/Certificate Number
3. Rate
4. Maturity Date
5. Par/Face Value
6. Market Value – Must be within 30 days of transaction.
7. Deposit Value (Lower of Par or Market)

AUTHORIZATION

In order to avoid any delays in processing the transaction, two authorized officers of the company must sign on the back page of the form D-174.

PROCESSING FEES

The California Department of Insurance will charge a processing fee for each transaction. The processing fees are due in advance. Please make your check payable to the California Department of Insurance. Click on the link to view and/or print a copy of the [Schedule of Fees](#).

Submit three original signed copies of the securities transaction request to your approved depository. The Securities Transaction Request form D-174 must be completed and submitted by the insurer and the depository within 10 days of a transaction.

If you have any questions, please call the Securities Transaction Unit at (916) 492-3412 or via e-mail securities@insurance.ca.gov.